

# TRUSTEE-TO-TRUSTEE TRANSFER TO THE ICMA RETIREMENT CORPORATION PACKET



## Use this packet to:

- Transfer From an Account at Another Financial Organization (Non ICMA-RC Account) to a 457 Plan or 401 Plan Account at ICMA-RC
- Transfer From An Existing ICMA-RC Account to a 457 Plan or 401 Plan Account at ICMA-RC

## Do not use this packet to:

- Transfer From an Existing ICMA-RC Account to Another Financial Organization
- Transfer To an ICMA-RC IRA

## This packet includes:

- Before You Begin: Basic Instructions
- Form #1: *Trustee-to-Trustee Transfer to ICMA Retirement Corporation Form*
- Form #2: *Transfer from ICMA-RC to ICMA-RC Form*
- *Trustee-to-Trustee Transfer to ICMA Retirement Corporation Instructions*
- *Waiver of Qualified Joint and Survivor Annuity Form*
- *Special Tax Notice Regarding Plan Payments*

# BEFORE YOU BEGIN:

## Basic Instructions

**Step 1:** If you are transferring FROM another financial institution, please contact them about additional documentation they require to transfer money to ICMA-RC.

**Ask this question to your former plan provider:**

*I wish to transfer my account to my current Retirement Plan.*

*Do I need forms from you to complete the transfer?*

If the provider states:	Go To:
Yes (former provider forms are needed)	Get former provider forms and complete with ICMA-RC Form #1
No. (ICMA-RC forms are all that is needed)	Form #1
For transfers between two ICMA-RC plans, please complete Form #2.	

**Step 2:** Please provide ICMA-RC with a copy of your **driver's license** and a **copy of the most recent statement** from your former provider.

**Step 3:** Please have your **current employer sign the ICMA-RC form**, and be sure to sign and date the form you complete.

**Step 4:** If you would like a copy for your records, please photocopy all completed forms before mailing originals to ICMA-RC.

**Step 5:** If you have questions, or would like an associate to walk you through the forms and requirements, please call Investor Services at 1-800-669-7400. En Español llame al 1-800-669-8216.

Please Note: If you would like to establish a Vantagepoint IRA on-line, please visit us on the Web at [www.icmarc.org](http://www.icmarc.org). Otherwise, please call ICMA-RC at 1-800-669-7400 for an enrollment kit.

## ***SPECIAL NOTICE FOR TRANSFERRING FUNDS***

Please read the following instructions carefully

***Please Note: Use the enclosed return envelope for the Trustee-to-Trustee Transfer To ICMA-Retirement Corporation forms only. Please send any checks to the addresses listed below:***

### **If you are transferring funds to a 457 Plan:**

Send checks to:

Vantagepoint Transfer Agents/457  
C/o M & T Bank  
P.O. Box 64553  
Baltimore, MD 21264-4553

Send wire transfers to:

M & T Bank  
ABA #022000046  
Vantagepoint Transfer Agent/457  
Account # 42538001

Please reference: 30XXXX (six-digit plan # beginning with " 30" specified in Section 2 of the Trustee-to-Trustee to ICMA-RC Form), investor name and SSN on check/wire.

### **If you are transferring funds to a 401 Plan:**

Send checks to:

Vantagepoint Transfer Agents/401  
C/o M & T Bank  
P.O. Box 64668  
Baltimore, MD 21264-4668

Send wire transfers to:

M & T Bank  
ABA #022000046  
Vantagepoint Transfer Agent/401  
Account # 42537981

Please reference: 10XXXX (six-digit plan # beginning with " 10" specified in Section 2 of the Trustee-to-Trustee to ICMA-RC Form), investor name and SSN on check/wire.

**FORM # 1: Transfer from another financial institution to ICMA-RC.**

**Step 1:** Use this form when the other financial institution will accept ICMA-RC transfer paperwork or require ICMA-RC paperwork in addition to theirs.

**Step 2:** Return form to ICMA-RC (in the envelope provided) along with:

- a. A copy of your **driver's license**
- b. A copy of the **statement from your former provider**.

---

**Section 1:** Complete section 1 with your **personal information**.

**Section 2:** Complete section 2 by indicating the 457 or 401 account number and the employer's name of the account you are **transferring to**.

**Section 3a: Transferring From**

Please indicate the type of account from which you wish to transfer.

Roth IRAs are not listed as an option for transfer because IRS rules do not allow Roth IRAs to be transferred to 457 or 401 plans.

Note: For 457 transfers containing non-457 assets, the transferring financial organization must detail the 457 versus non-457 assets on the check. Non-457 assets rolled into 457 plans must be tracked separately since these assets may be subject to the 10% early distribution penalty upon later withdrawal. If no breakdown is provided, ICMA-RC will consider the entire transfer 457 assets.

**Section 3b: Transferring From a 401 Account With After-Tax Contributions**

If your account has been funded entirely by pre-tax (i.e. tax deductible) contributions, do not complete Section 3b.

After-tax contribution (basis) is the amount of after-tax assets you have contributed to or rolled into the From account excluding any associated earnings or losses on those contributions.

Please designate the percent of after-tax contribution (basis) that should be transferred. If no percentage is provided, 100% will be transferred. The transferring financial organization must document the after-tax contribution (basis) on the check to ICMA-RC. If you believe you have an after-tax contribution (basis), please designate the after-tax "type" and dollar amount. If there is a difference between the transferring financial organization's records and your records, ICMA-RC will use the amount provided by the transferring financial organization. If no after-tax contribution (basis) is provided, ICMA-RC will consider the entire transfer to be pre-tax.

**Please Note:** Only 401 plan to 401 plan transfers allow after-tax contribution (basis) transfers. In all other cases, the after-tax contribution (basis) should be sent directly to you in a check by the transferring financial organization.

Please complete the transfer amount information by indicating whether you wish to transfer the total value of your account or a portion of your account. Please indicate the dollar amount and funds you wish to transfer if it is the entire account.

Please indicate the estimated transfer amount.

**Section 4: Investment Allocation**

Please indicate how you wish to allocate your transferred assets among the investment options available in your ICMA-RC plan. Your allocation must be in whole percentages among the eligible fund choices for the plan into which you are transferring (see the attached *Fund Options Sheet* for fund codes). Allocations must total to 100%. If the allocation does not total to 100%, the remainder will be allocated to the employer default fund for your plan.

If no contribution allocation is on file, your transfer will be invested in your employer-selected default fund.

Please consult the current prospectus and *Making Sound Investment Decisions: A Retirement Investment Guide* carefully prior to investing any money.

**Section 5: Investor Signature**

By signing this form, you are attesting to the following: I have received and read the current VantageTrust's Making Sound Investment Decisions: A Retirement Investment Guide and the applicable prospectus for my investments.

As required by law and under penalty of perjury, I certify that the Social Security Number (taxpayer identification number) I provided for myself is correct.

I acknowledge that any outstanding loan(s) will default as outlined in my employer's plan.

I acknowledge that I received and reviewed the *Special Tax Notice Regarding Plan Payments*, and I hereby waive the "reasonable waiting period" required under IRS rules regarding payments from my retirement plan.

I hereby agree to indemnify the custodian ICMA-RC (its agents, affiliates, successors and employees) and Investors Bank and Trust, ICMA-RC Services and their affiliates from any and all liability resulting from my failure to meet any IRS requirements.

For investors transferring From an ICMA-RC 401 plan.

All married participants transferring From an ICMA-RC 401 Plan must have their spouse complete the *Waiver of Qualified Joint and Survivor Annuity Form*.

**Section 6: Employer Authorization for Transferring To**

By signing this section, your employer or former employer authorizes that you are eligible to transfer To the account in Section 2.

**Section 7: Signature Guarantee**

A Signature Guarantee may be required for transfers out of your existing accounts. The lack of a required signature guarantee may delay the processing of your transfer request. Signature Guarantees can be obtained at most local banks.

**Section 7a. ICMA-RC Use Only.** Rep signs when driver's license has been verified.

**Section 7b. Rep comments.** For internal use only.

**Section 8. ICMA-RC/ICMA-RC Services Authorization**

This section verifies to the transferring trustee or custodian that ICMA-RC maintains an eligible 457 or 401 plan which is eligible to receive transfers.

**Section 9. Check/Wire Instructions.**

**Important Note**

If you are a new participant in the ICMA-RC plan into which you are transferring assets, please complete and send the appropriate enrollment form for your plan (included in this package). If you do not have an enrollment form, please call ICMA-RC at 1-800-669-7400.

Once ICMA-RC receives the necessary forms, we will handle the rest. We will contact you if more information is needed and we'll contact the other provider to initiate the transfer.

Please mail your completed forms to:  
ICMA-RC  
PO Box 96220  
Washington, DC 20090-6220

For additional questions, please call ICMA-RC at 1-800-669-7400.



## Trustee-to-Trustee Transfer To ICMA-RC Form: Form #1 - Page 1 of 3

- Use this form to request a direct trustee-to-trustee transfer of assets from your existing employer retirement plan (401 defined contribution, 401 defined benefit, 403(b), 457), or Traditional or Conduit or SEP IRA to an ICMA-RC 457 or 401 plan. Do not use this form to request a transfer to a Vantagepoint IRA.
- If you are new to the ICMA-RC plan you are transferring into, you must also complete the appropriate enclosed enrollment form.

<b>1</b> <b>Personal Information</b>	<p><b>Name (Last, First, MI)</b></p> <p>_____</p> <p><b>Social Security Number</b>      <b>Date of Birth (mm-dd-yyyy)</b>      <b>Daytime Phone Number</b></p> <p>_____ - _____ - _____      _____ - _____ - _____      _____ - _____ - _____</p> <p><b>Mailing Address/Street</b></p> <p>_____</p> <p><b>City</b>      <b>State</b>      <b>Zip Code</b></p> <p>_____      _____      _____ - _____</p>												
<b>2</b> <b>Transferring To</b>	<p>I want to transfer assets to my ICMA-RC: <u>(Check only <b>one</b> box. Each transfer requires a separate form.)</u></p> <p><input type="checkbox"/> 457 Plan Account Number: <u>3 0</u>      Employer Plan Name _____</p> <p><input type="checkbox"/> 401 Plan Account Number: <u>1 0</u>      Employer Plan Name _____</p>												
<b>3a</b> <b>Transferring From (must be completed for all transfers)</b>	<p>I request a liquidation and transfer of my assets from my: <u>(Check only <b>one</b> box. Each transfer requires a separate form.)</u></p> <p>Transferring From Trustee/Custodian Name: _____</p> <p>Transferring From Employer Plan Name (if applicable): _____</p> <p>Transferring From Trustee/Custodian Phone Number: _____</p> <p>Transferring From Trustee/Custodian Address: _____</p> <p>Transferring From Plan/IRA Account Number: _____</p> <p><b>Account Type:</b></p> <p><input type="checkbox"/> Non ICMA-RC 457 plan account      <input type="checkbox"/> Non ICMA-RC 403(b) plan account</p> <p><input type="checkbox"/> Non ICMA-RC 401 plan account      <input type="checkbox"/> Non ICMA-RC Other: _____</p> <p><input type="checkbox"/> Non ICMA-RC Traditional or Conduit or SEP IRA</p> <p><b>Note to Transferring Financial Organization:</b> For 457 transfers containing non-457 assets, please document the 457 versus non-457 breakdown on the check.</p>												
<b>3b</b> <b>Complete This Section Only if Transferring From a 401 Account With After-Tax Contributions</b>	<p>I wish to liquidate and transfer:      <b>Estimated Transfer Amount \$</b> _____</p> <p><input type="checkbox"/> My entire account <b>OR</b> <input type="checkbox"/> The following portion of my account in the manner specified below:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Fund Name</th> <th style="text-align: left;">Dollar Amount</th> <th style="text-align: left;">Fund Name</th> <th style="text-align: left;">Dollar Amount</th> </tr> </thead> <tbody> <tr> <td>1) _____</td> <td>_____</td> <td>3) _____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>4) _____</td> <td>_____</td> </tr> </tbody> </table> <p><b>For 401 to 401 Transfers Only:</b> _____ % of my after-tax contribution (basis) should be transferred. If the percentage is left blank, 100% of my after-tax contribution (basis) will be transferred.</p> <p>The transferring financial organization must document the after-tax contribution (basis) on the check to ICMA-RC. To verify their records, please designate the "after-tax" type and dollar amount: Type <input type="checkbox"/> Voluntary \$ _____</p> <p style="text-align: right;"><input type="checkbox"/> Mandatory \$ _____</p> <p><b>For 401 to non-401 Transfers:</b> Transfers of after-tax contributions (basis) are not allowed. Any after-tax contribution will be sent directly to you.</p>	Fund Name	Dollar Amount	Fund Name	Dollar Amount	1) _____	_____	3) _____	_____	2) _____	_____	4) _____	_____
Fund Name	Dollar Amount	Fund Name	Dollar Amount										
1) _____	_____	3) _____	_____										
2) _____	_____	4) _____	_____										

(EXTERNAL)



## Trustee-to-Trustee Transfer To ICMA-RC Form: Form #1 - Page 2 of 3

Employer Plan Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**4**

**Investment Allocation**

**I wish to invest my transferred assets in the following funds:**

Allocate your transferred assets in percentages among the available fund choices. Allocation percentages **must total 100 percent**. If the allocation does not add up to 100 percent then the remainder will be allocated to the employer default fund. If you do not select a transfer allocation or you select all invalid funds, your transfer will be invested based on your standing payroll deduction contribution allocation for 457 plans or the default fund selected by your employer for 401 plans. Use whole percentages (e.g., 50 percent, not 33 1/3 percent). Do not use fixed dollar amounts.

State law, local law, or your employer may place restrictions on investment in these funds.

**SEE THE FUND  
OPTIONS SHEET FOR  
FUND CODES**

Please consult the current prospectus and *Making Sound Investment Decisions: A Retirement Investment Guide* carefully prior to investing any money.

ALLOCATION			
Code	Percent	Code	Percent
TOTAL = 100%			

**5**

**Investor Signature**

I acknowledge that I have read and agree to the disclosures in this section's instructions following this form. I authorize and request the custodian of my existing retirement plan (401 defined contribution, 401 defined benefit, 403(b), 457) or IRA specified in Section 3 to liquidate and transfer my existing account to the ICMA-RC account specified in Section 2.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm-dd-yyyy)

*Note: If you are married and transferring From an ICMA-RC 401 account, you and your spouse must sign the attached Waiver of Qualified Joint and Survivor Annuity Form.*

**6**

**Employer Authorization for Transfer To**

Please obtain signature of the employer sponsoring the plan into which you are transferring assets.

\_\_\_\_\_  
Current Employer Authorization \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm-dd-yyyy)

**7**

**Signature Guarantee**

**Signature Guarantee**

Please check with your current custodian/trustee to determine if a signature guarantee is required to process this transfer. The lack of a required signature guarantee could delay this transaction.

Authorized Officer to Place Stamp Here

\_\_\_\_\_  
Guarantor

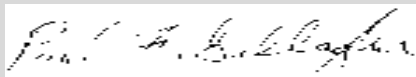
\_\_\_\_\_  
Title

(EXTERNAL)



# Trustee-to-Trustee Transfer To ICMA-RC Form: Form #1 - Page 3 of 3

Employer Plan Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<b>7a</b> ICMA-RC Use ONLY	<div style="text-align: right;">         _____ / _____ / _____          Month Day Year       </div> Representative that verified ID
<b>7b</b> Rep Comments - for Internal Use Only	
<b>8</b> ICMA-RC/ICMA-RC Services Authorization <i>(Please Do Not Complete)</i>	<p>ICMA-RC/ICMA-RC Services hereby attests that it maintains an eligible 457 or 401 plan account for the above named individual and will accept the above referenced transfer of assets.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">           _____          Authorized Signature, ICMA-RC/ICMA-RC Services       </div> <div style="text-align: right;">         _____          Secretary          Title       </div> </div>
<b>9</b> Check/Wire Instructions for Former Trustee/Custodian	<p><b>Please review Section 2 to determine if the assets are being transferred to a 457 plan or 401 plan account and follow the appropriate instructions.</b></p> <div style="display: flex;"> <div style="flex: 1;"> <p><b>457 Plan</b></p> <p><u>Send checks to:</u></p> <p>Vantagepoint Transfer Agents/457          C/o M &amp; T Bank          P.O. Box 64553          Baltimore, MD 21264-4553</p> </div> <div style="flex: 1;"> <p><u>Send wire transfers to:</u></p> <p>M &amp; T Bank          ABA #022000046          Vantagepoint Transfer Agent/457          Account # 42538001</p> </div> </div> <p><b>Please reference:</b> 30XXXX (six-digit plan # beginning with "30" specified in Section 2), investor name and SSN on check/wire.</p> <hr/> <div style="display: flex;"> <div style="flex: 1;"> <p><b>401 Plan</b></p> <p><u>Send checks to:</u></p> <p>Vantagepoint Transfer Agents/401          C/o M &amp; T Bank          P.O. Box 64668          Baltimore, MD 21264-4668</p> </div> <div style="flex: 1;"> <p><u>Send wire transfers to:</u></p> <p>M &amp; T Bank          ABA #022000046          Vantagepoint Transfer Agent/401          Account # 42537981</p> </div> </div> <p><b>Please reference:</b> 10XXXX (six-digit plan # beginning with "10" specified in Section 2), investor name and SSN on check/wire.</p>

(EXTERNAL)

**FORM # 2:** *Transfer from one ICMA-RC plan to another ICMA-RC plan.*

Use this form when you are transferring from one ICMA-RC plan to another ICMA-RC plan.

**Section 1:** Complete with your personal information.

**Section 2:** Please indicate the account where assets are to transfer.

**Section 3:** Please indicate the account in which you wish to transfer from.

**Section 4:** Complete with the amount or percentage of the account you wish to transfer.

**Section 5:** Complete with the investment allocations once the transfer has occurred.

**Section 6:** Please provide your signature as well as current and previous Employer signatures.

If applicable, please review and complete the ***401 Notice, Explanation and Waiver of Qualified Joint and Survivor Annuity Form***. This form applies to all married participants in Money Purchase Plans, and to married participants in Profit Sharing Plans with full spousal rights. IRS requires the submission of this form within 90 days prior to the beginning payment date of the participant's initial distribution or loan request.

Mail form to:

ICMA-RC  
PO Box 96220  
Washington, DC 20090-6220

For additional questions, please call ICMA-RC at 1-800-669-7400.





## Transfer from ICMA-RC to ICMA-RC Form: Form #2

- Use this form to request a direct trustee-to-trustee transfer of assets from one ICMA-RC plan to another ICMA-RC plan. Do not use this form to request a transfer to a Vantagepoint IRA.
- If you are new to the ICMA-RC plan you are transferring into, you must also complete the appropriate enclosed enrollment form.

<b>1</b> Personal Information	<b>Name (Last, First, MI)</b> _____  <b>Social Security Number</b> <b>Date of Birth (mm-dd-yyyy)</b> <b>Daytime Phone Number</b> ____ - ____ - ____      ____ - ____ - ____      ____ - ____ - ____  <b>Mailing Address/Street</b> <b>Marital Status</b> Married <input type="checkbox"/> Single <input type="checkbox"/> _____  <b>City</b> <b>State</b> <b>Zip Code</b> ____      ____    ____ - ____ - ____																								
<b>2</b> Transferring To	I want to transfer assets to my ICMA-RC: <u>(Check only one box. Each transfer requires a separate form.)</u> <input type="checkbox"/> 457 Plan Account Number: <u>3 0</u> Employer Plan Name _____ <input type="checkbox"/> 401 Plan Account Number: <u>1 0</u> Employer Plan Name _____																								
<b>3</b> Transferring From	I want to transfer assets from my ICMA-RC: <u>(Check only one box. Each transfer requires a separate form.)</u> <input type="checkbox"/> 457 Plan Account Number: <u>3 0</u> Employer Plan Name _____ <input type="checkbox"/> 401 Plan Account Number: <u>1 0</u> Employer Plan Name _____ <input type="checkbox"/> Existing Vantagepoint IRA Account Number: <u>7 0</u> _____																								
<b>4</b> Transfer Amount	I wish to liquidate and transfer: <input type="checkbox"/> My entire account <b>OR</b> <input type="checkbox"/> The following portion of my account in the manner specified below: <table style="width: 100%; border: none;"><tr><td style="width: 50%;">Fund Name</td><td style="width: 25%;">Dollar Amount</td><td style="width: 50%;">Fund Name</td><td style="width: 25%;">Dollar Amount</td></tr><tr><td>1) _____</td><td>_____</td><td>3) _____</td><td>_____</td></tr><tr><td>2) _____</td><td>_____</td><td>4) _____</td><td>_____</td></tr></table> <p><b>For 401 to 401 Transfers:</b> _____% of my after-tax contribution (basis) should be transferred. If the percentage is left blank, 100% of my after-tax contribution (basis) will be transferred.</p> <p><b>For 401 to non-401 Transfers:</b> Transfers of after-tax contributions (basis) are not allowed. Any after-tax contribution will be sent directly to you.</p>	Fund Name	Dollar Amount	Fund Name	Dollar Amount	1) _____	_____	3) _____	_____	2) _____	_____	4) _____	_____												
Fund Name	Dollar Amount	Fund Name	Dollar Amount																						
1) _____	_____	3) _____	_____																						
2) _____	_____	4) _____	_____																						
<b>5</b> Investment Allocation	Allocate your transferred assets in percentages among the available fund choices. Allocation percentages must total 100 percent. If the allocation does not add up to 100 percent then the remainder will be allocated to the employer default fund. If you do not select a transfer allocation or you select all invalid funds, your transfer will be invested based on your standing payroll deduction contribution allocation for 457 plans or the default fund selected by your employer for 401 plans. Use whole percentages (e.g., 50 percent, not 33 1/3 percent). Do not use fixed dollar amounts.  State law, local law, or your employer may place restrictions on investment in these funds.  Please consult the current prospectus and <i>Making Sound Investment Decisions: A Retirement Investment Guide</i> carefully prior to investing any money. <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"><b>SEE THE FUND OPTIONS SHEET FOR FUND CODES</b></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th colspan="4" style="text-align: center;">ALLOCATION</th></tr><tr><th style="width: 25%;">Code</th><th style="width: 25%;">Percent</th><th style="width: 25%;">Code</th><th style="width: 25%;">Percent</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4" style="text-align: right;"><b>TOTAL = 100%</b></td></tr></tbody></table>	ALLOCATION				Code	Percent	Code	Percent													<b>TOTAL = 100%</b>			
ALLOCATION																									
Code	Percent	Code	Percent																						
<b>TOTAL = 100%</b>																									
<b>6</b> Investor Signature	I acknowledge that I have read and agree to the disclosures in this section's instructions following this form. I authorize and request the custodian of my existing retirement plan (401 defined contribution, 401 defined benefit, 403(b), 457) or IRA specified in Section 3 to liquidate and transfer my existing account to the ICMA-RC account specified in Section 2.  _____ Employee Signature      Date _____  _____ Current Employer Authorization      Date _____  _____ Previous Employer Authorization (Required for transfer from one employer to another)      Date _____  Participant's Termination Date ____ / ____ / ____ (mm-dd-yyyy)      Vesting _____ %  <i>Note: If you are married and transferring <u>From</u> an ICMA-RC 401 account, you and your spouse must sign the attached <u>Waiver of Qualified Joint and Survivor Annuity Form</u>.</i>																								

(INTERNAL)



## 401 NOTICE, EXPLANATION AND WAIVER OF QUALIFIED JOINT AND SURVIVOR ANNUITY

- This form applies to all married participants in Money Purchase Plans, and to married participants in Profit Sharing Plans with Full Spousal Rights.
- Submit this form within 90 days prior to the beginning payment date of the participant's initial distribution or loan request. This is an IRS requirement.

<b>General Instructions</b>	<p><b>IF YOU ARE MARRIED ON THE DATE A DISTRIBUTION OCCURS:</b> Federal law stipulates that the distribution you receive must be in the form of a Qualified Joint and Survivor Annuity. With your spouse's consent, you may choose a different distribution of benefits. You and your spouse must complete the <b><i>Waiver of Qualified Joint and Survivor Annuity</i></b> and send it in with your distribution request.</p> <p><b>IF YOU ARE NOT MARRIED:</b> Federal law provides that your distribution be in the form of a life annuity. You may elect an alternate form of payment. You do not need to complete this form or read its provisions unless you are interested in information on annuities.</p>
<b>Qualified Joint and Survivor Annuity</b>	<p><b>IF YOU ARE MARRIED:</b> Under this form of payment, you will receive an annuity in the form of a guaranteed level monthly payment for as long as you live. If your spouse survives you, he or she will receive monthly payments equal to at least 50 percent of the payments you received. After both you and your spouse die, all payments cease. No further payments from this annuity will be made to any other beneficiaries of your estate.</p> <p><b>IF YOU ARE NOT MARRIED:</b> A lifetime annuity will provide equal monthly payments as long as you live. Payments will cease with your death.</p> <p>The plan will purchase, with your account balance, a Joint and Survivor Annuity or life annuity from an insurance company. The ICMA Retirement Corporation makes available annuities from two leading insurance companies. The amount of your monthly payment will depend on factors including: the ages of you and your spouse at the time the distribution begins; the amount of your vested account balance (which will be used to purchase the annuity); the underlying interest rate assumed for the annuity by the insurance company; and the state in which the purchase will be made. Any insurance company charges incurred for the purchase of the annuity will be deducted from your account.</p>
<b>Waiver Election for Married Participants</b>	<p>You are advised to obtain the annuity payment estimate prior to executing this waiver.</p> <p>If you are married, you may waive the Joint and Survivor Annuity form of payment by executing the <b><i>Waiver of Qualified Joint and Survivor Annuity</i></b>. Your spouse <i>must</i> consent to the waiver and selection of payment method by signing the Spousal Consent section of the waiver. Your spouse's signature must be witnessed by a notary public or your employer's plan representative.</p> <p><b>The waiver is valid only if executed within the 90-day period ending on the proposed payment date. The waiver election may be revoked or changed during this period.</b></p> <p>Legal separation or divorce may end your right to survivor benefits from the plan even if you do not sign this agreement. However, if you become legally separated or divorced, you might be able to obtain a special court order (called a qualified domestic relations order or QDRO) that would give you rights to receive retirement benefits even if you sign this agreement. If you are thinking about separating or getting a divorce, you should obtain legal advice on your rights to benefits from the plan.</p>
<b>Financial Effect of Waiver Election</b>	<p>You and your spouse (if applicable) may select alternative payment forms which include: a one-time lump-sum payment; periodic payments from your account balance; or an alternative annuity form (for example, a lifetime benefit with a minimum payment of 10 years).</p> <p>Certain distributions may be eligible for favorable tax treatment including a rollover to another eligible retirement plan or Individual Retirement Account (IRA). Please see the Special Tax Notice Regarding Plan Payments for additional information. You may obtain this Notice by contacting ICMA-RC at 1-800-669-7400.</p>



## 401 NOTICE, EXPLANATION AND WAIVER OF QUALIFIED JOINT AND SURVIVOR ANNUITY

<b>Financial Effect of Waiver Election</b>  <b>(continued)</b>	<p>Periodic payments may be scheduled on a monthly, quarterly, semi-annual or annual basis and continue until the account is exhausted. You may vary the schedule according to your changing needs, within certain Internal Revenue Code constraints. You will not pay taxes on the money until it is paid to you. Earnings continue to accrue in the account, tax-deferred. If there is a remaining account balance at the time of your death, the balance will be paid to your designated beneficiary(ies) (unless you have chosen a lifetime annuity).</p> <p>You may also choose to take a portion of your account value in a lump sum or annuity with the balance paid out in periodic payments.</p> <p><b>TO THE PARTICIPANT'S SPOUSE:</b> <i>If you do sign this waiver, you agree that the Participant (your spouse) can request a loan or choose the form of benefit payments that he or she will receive from the plan without telling you and without getting your agreement. Your spouse does not need to tell you or get your agreement to any future changes in the form of payments. If you wish to revoke your consent at a future date, you must call ICMA-RC at 1-800-669-7400.</i></p> <p><i>You may limit your agreement to a particular payment form. If you want to allow the Participant to select only a particular payment form, do not sign this form. In that case, contact ICMA-RC for more information.</i></p>
<b>Normal Beginning Distribution Date</b>	<p>If the account balance is \$1,000 or more, ICMA-RC will not commence distribution without the Participant's consent, unless an IRS minimum withdrawal is required (e.g., when the Participant reaches age 70 1/2 and separates from service).</p>
<b>Deferral of Distribution</b>	<p>The plan allows you to begin payments as late as April 1 of the year following the year in which you reach age 70 1/2, or, if later, the year in which you actually retire. If you wish to delay payments, you may name a beginning distribution payment date later than normal retirement age, but no later than the time frame described in this paragraph.</p>
<b>What To Do?</b>	<p><b>SPOUSE:</b>  <i>This is a very important decision. You should think very carefully about whether you want to sign this waiver. Before signing the waiver, be sure that you understand the retirement benefits to which you will no longer be entitled. Your spouse should have received information on the types of retirement benefits available from the plan. If you have not seen this information, you should obtain it and read it before you sign this waiver.</i></p> <p><b>PARTICIPANT:</b>  For further information or assistance, please contact ICMA-RC's Investor Services associates toll-free at 1-800-669-7400.</p>



- [illegible]



ICMA RETIREMENT CORPORATION  
P.O. BOX 96220  
WASHINGTON, DC 20090-6220  
1-800-669-7400  
EN ESPAÑOL LLAME AL 1-800-669-8216  
[WWW.ICMARC.ORG](http://WWW.ICMARC.ORG)

PKT000-003-200511-331